



Twin Falls Historic Preservation Commission Agenda

Monday, December 2, 2019, 12:00 PM

203 Main Avenue East
Twin Falls, ID 83301
Council Chambers

Members: Samra Culum Chairperson, Shane Cook Vice Chairperson, Allen Easterling, Doug Baughman, Monica McCue, Jonas Reagan, Jennifer Shaffer

Council Liaison: Chris Reid

1) Confirmation of Quorum/Call Meeting to Order

2) Consent Calendar

a) Approval of Minutes from the following meeting: November 18, 2019

Purpose: **ACTION ITEM**

3) Old Business

a) Proposed Project Follow-up

- Residential Historic Tour
- Downtown Historic District Expansion
- Design Guideline Amendment(s)
- Photo Display Theme/Calendar/Social Media
- History by Horsepower
- Professional Development/Education

Purpose: **ACTION ITEM**

4) New Business

a) Certified Local Government (CLG) Application/Request

Purpose: **ACTION ITEM**

5) General Input/Announcements - Public/Staff

6) Upcoming Meeting(s)

a) December 16, 2019

7) Adjournment

C

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Kelli Ebersole (208) 735-7267 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

CITY OF TWIN FALLS

PLANNING & ZONING COMMISSION

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chair shall review the public hearing procedures.
 2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chair, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
 3. A City Staff Report shall summarize the application and history of the request.
 4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - **A complete explanation and description of the request.**
 - **Why the request is being made.**
 - **Location of the Property.**
 - **Impacts on the surrounding properties and efforts to mitigate those impacts.**
 5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
 6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
 7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chair may limit public testimony to no less than two (2) minutes per person.
 - **Individuals are not permitted to give their time to other speakers.**
 - **However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chair. The spokesperson shall be limited to 15 minutes.**
 - **Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.**
 8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond.
 9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chair, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chair may limit the time permitted for the answer.
 10. The Mayor or Chair shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



Twin Falls Historic Preservation Commission Minutes

Monday, November 18, 2019, 12:00 PM

203 Main Avenue East
Twin Falls, ID 83301
Council Chambers

Members: Samra Culum Chairperson, Shane Cook Vice Chairperson, Allen Easterling, Doug Baughman, Monica McCue, Jonas Reagan, Jennifer Shaffer

Council Liaison: Chris Reid

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Culum called the meeting to order at 12:05 PM

A quorum was present.

Members Present: Culum, Cook, Shafer, Reagan

Staff Present: Spendlove, Ebersole, Strickland, Cherry

2) Consent Calendar

Commissioner Reagan made a motion to approve the consent calendar, as presented.

Commissioner Cook seconded the motion.

Motion Approved 3 - 0

- a) Approval of Minutes from the following meeting: November 4, 2019

3) Certificate of Appropriateness

- a) Request for a Certificate of Appropriateness to install one non illuminated wall sign and one projecting sign on property located at 117 Gooding Street West. (PZ19-0138)

Staff Presentation:

Lisa Strickland presented the request for a Certificate of Appropriateness to install one non illuminated wall sign and one projecting sign on property located at 117 Gooding Street West. (PZ19-0138)

The Certificate of Appropriateness process requires a public meeting in which interested persons have the opportunity to be heard, with regards to the application.

The Commission shall hear the request within ten (10) days of City Staff receiving a complete application. Any conditions placed by Commission shall be specifically listed on the Certificate, and shall be completed as part of the approval.

Any decision of the Commission may be appealed to the City Council.

This building has been referred to as The Woods Building in the National Register of Historic Places and is a contributing building. Its construction is c. 1920 and was originally occupied by a retail hat business owned by Etta & Stella Riley.

This is a request to grant a Certificate of Appropriateness for the property located at 117 Gooding Street West for a wall sign and a projecting sign. The subject property is located within the C-B (Commercial Business) Zoning District and the Twin Falls Downtown Historic District. The sign is for Good Heart Candles.

The wall sign proposed to face Gooding Street West will be approximately 20 sq. ft. The projecting sign

proposed at the corner of Gooding Street West and Main Avenue East and is approximately 5 sq. ft. The sign material being used for both of these signs is ACM-Aluminum Composite Material.

If the Commission approves this request as presented, then staff recommends the following conditions:

1. Subject to site plan amendments as required by City Code.
2. Subject to the applicant obtaining the required permits as required by City Code.

Commission Questions/Comments:

- Commissioner Reagan asked about the location of the corner sign compared to the location of the store.
- City Planner Strickland stated there are two tenant spaces in the building and the purpose of the location of the corner sign is for visibility. The wall sign will be right over the door to the business.
- Commissioner Reagan asked about directional signs off site of the location and if there are other signs like this. He is concerned about future requests for this type of directional signs crowding areas on buildings.
- PZ Director Spendlove responded that this commission does not regulate the language on the signs. The commission is tasked with review of the fonts, materials, size and location of the signs. The question of signs crowding the building corner is valid. Each application is to be considered one at a time. The location of the corner sign is okay per zoning code being that the sign is on same building as the store front.

Applicant Presentation:

Cody McBride from Lytle Signs addressed the installation of the sign. He stated if the tenant leaves the space, the signage is usually left for future tenants. If a new tenant went into the space, the sign company would use the same wall plate with new bolts, same penetration. He explained if sign is removed, the sign company would fill holes and paint to match closely. The new signs will have no more wall penetration than the current Fuller Law office signage.

Chairperson Culum excused herself from the meeting at 12:50 pm.

Discussions Followed:

- Vice Chair Cook believes the signs meet the HPC standards.
- Commissioner Reagan asked about the sign location guideline regulations.
- City Planner Cherry addressed the guidelines.

Motion:

Commissioner Reagan made a motion to approve the request for a Certificate of Appropriateness to install one non illuminated wall sign and one projecting sign on property located at 117 Gooding Street West (PZ19-0138).

Commissioner Shaffer seconded the motion.

Motion Approved 3 - 0

4) Old Business

- a) Proposed Project Follow-up
 - Residential Historic Tour
 - Downtown Historic District Expansion
 - Design Guideline Amendment(s)
 - Photo Display Theme/Calendar/Social Media
 - History by Horsepower
 - Professional Development/Education

Proposed Project Follow-up

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Moved to Next Meeting

5) New Business

- a) Request for Professional Training -Certified Local Grant FY2020

Moved to Next Meeting

- b) Historic District Signage Discussion-Grant Request

Moved to Next Meeting

Education

Jennifer Hill, Reference Librarian at the Twin Falls Library, gave a presentation on The Homeless Twenty and the history behind the group.

The commission discussed ideas for the City Hall lobby display: Homeless Twenty, Influential Women in Twin Falls History

6) Upcoming Meeting(s)

- a) Monday, December 2, 2019
Monday, December 16, 2019

7) Adjournment

The meeting adjourned at 01:01 PM

Celebrating Places That Are Meaningful To You And The Community

Residential Tour

Jennifer will follow up with the Building Association contact I sent her, and give us some ideas on how to make this project come to life.

Follow-up: 11/4/19

- Jennifer has gotten the name and number of the coordinator for the parade of homes but has not been able to reach him, he has yet to return her calls. His name is Justin Winson and number 208 280 4663.
- Robin Kirby, 154 8th Ave East would be glad to put a up a sign and have us walking around the yard so they my see the architecture, she would also be glad to talk to people about the history of the homes and the surrounding area if it is done on a day she is home.

Follow-up: 11/18/19

Downtown Historic District-Expansion

Jonas is going to do some information gathering on the process for expanding our downtown historic district.

Follow-up: 11-4-19

After speaking to Pete L'Orange, it was recommended that if we would like to expand the downtown historic district, the HPC should complete a CLG Application for a Survey of the existing district and the proposed expansion of the district to determine if the area would meet National Registry Nomination guidelines.

Follow-up 11-18-19

Staff has requested some follow-up on possibly consultants to contact to get estimates for this type of Survey to be completed.

National Historic Registry Nomination

Doug is going to research the White's Mortuary in the City Park District and gather information on the process for nominating this property for the National Historic Registry.

Follow-up: 11-4-19

Building has undergone to many alterations to qualify for a nomination.

Design Guideline Amendment(s)

Follow-up: 11-04-19

- Allen requested copies of the checklist that is attached to the Commissioner's packets, and will follow-up at the next meeting.

Follow-up: 11-18-19

Photo Display-Social Media

Celebrating Places That Are Meaningful To You And The Community

Monica will be working with Kelli on the HPC Facebook page and she will report back at the next meeting ideas for future photo displays and possible website ideas for our facebook page.

Follow-up: 11/4/19

- Staff has pursued a less expensive method for printing the photo display for the City Hall lobby. The savings is quite significant, and a sample is available for the Commission to review. The CLG would not fund this type of project however there is a possibility it would fund a calendar. Staff will follow-up on this idea and report back to the commission.
- Monica has created a then and now photo of Balanced Rock as a sample for the commission to see, and she has several ideas for this type of display. She would like to do an aerial close to the park from the courthouse area but this area is restricted.

Follow-up: 11-18-19

History by Horsepower

Shane has suggested, the light parade, there could possibly be a new year's event, but the next event for down town would be St. Patrick's Day.

Follow-up: 11/4/2019

Description: History by Horsepower events will give community members the opportunity to learn and experience the original townsite.

- Capacity:
 - Covered Wagon/Trolley: 15-20 people
 - Slay: 15 people
- Timeline: Spring/Summer 2020:
 - April, May, June, July, August (once-a-month)
 - (Warehouse, City, Downtown)
- Cost:
 - \$100 per/hour

Follow-up: 11-18-19

Professional Development/Education

Professional Development CLG Grant Proposal

Conference		Preservation Coast to Coast	
When		July 22-26, 2020	
Where		Tacoma, WA	
Travel	Airfare		415.00
	Transportation (airport/downtown)		80.00
Lodging	5 nights		705.00

Celebrating Places That Are Meaningful To You And The Community

Conference	Registration	260.00
Total CLG		1,460.00
Meals	Per Day 32.00 (not covered by CLG)	160.00
Total Per Person		1,620.00

In Kind Commissioner's Match 20.97(per hour)

Conference	Idaho's Heritage Conference	
When	Sep 15-17, 2020	
Where	Pocatello, ID	
Travel	250 +/- miles @ .58 per mile	145.00
Lodging	3 nights	315.00
Conference	Registration	85.00
Total CLG		400.00
Meals	Per Day 32.00 (not covered by CLG)	96.00
Total Per Person		496.00

In Kind Commissioner's Match 20.97(per hour)

Presenters/Ideas

- Craig Lookingbill 10-21-19 --- Signs
- Paul Smith presenting 11-4-19 --- HP & CLG
- Jennifer Hills presenting 11-18-19 --- The Homeless Twenty
- Pete L'Orange 12-02-19 --- Possibly



Date: Monday, December 2, 2019
To: Historic Preservation Committee
From:

ACTION ITEM

Request:

Certified Local Government (CLG) Application/Request

Time Estimate:

Approximately 5 minute presentation, with 15 minute discussion.

Background:

Each year the Historic Preservation Commission has the opportunity to apply for the Certified Local Grant for different projects geared towards education and historic preservation. This year there is an opportunity to request funding to support professional development for the Commission as well as staff. The application must be approved by City Council and submitted to Idaho State Historic Preservation Office not later than December 31, 2019.

Approval Process:

The Commission can motion to recommend approval or recommend denial of the request to City Council. If the recommendation is to request approval of the CLG Application/Request, staff will schedule the item for a City Council decision. If the motion is to recommend denial of the request, the item will not move forward in the process.

Budget Impact:

NA

Regulatory Impact:

NA

History:

N/A

Analysis:

N/A

Conclusion:

A motion voting for or against this request to City Council must be made in order for the item to move forward.

Attachments:

1. FY20-CLG-Grant-application- P.D^

**Idaho State Historic Preservation Office
Certified Local Government Subgrant Application
FY2020**

Application Coversheet

Applicant/Local Government

Name: _____
Address: _____
Address: _____
Telephone: _____
DUNS No.: _____

City/County Staff Contact

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Grant Coordinator (if different from City/County Staff Contact)

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Budget Summary

Total CLG Grant request: _____
Total Matching share: _____
Total cost of all project(s): _____
Source(s) of match: _____

Please provide a more detailed budget breakdown on the attached budget form.

Authorization

The undersigned certifies that he/she is authorized to apply for this subgrant on behalf of the local government, to commit local matching funds to the project, and to enter into a contract if the subgrant is awarded.

Signature: _____
City/County Chief Elected Official's signature

Date: _____

Print: _____

Title: _____

Project: _____

Applicant: _____

Part A: Proposed Project

Project Description

Complete a separate Part A: Project Description for **each** proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

Final Products

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

Project: _____

Applicant: _____

Timetable

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

Key Staff/Personnel

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g. – “consultant,” “architect,” “building contractor,” et cetera).

Attachments (Surveys, A&D, reprinting)

Attach any additional documents in support of this project application. Note: some project types have **required** attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project?

Yes _____ No _____

Applicant: _____

Applicant: _____

Project: _____

[illegible]